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                        │Staff │ 1
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     │ A – F  │         │ G – P  │         │ R – Z  │    │Security│
     └────────┘         └────────┘  3      └────────┘    └──────┘

              ┌──────────┬────┴─────┬──────────┐    4
         ┌────┴───┬──────┴──┬───────┴──┬───────┴──┐
         │Finance │ Supply  │ Security │  Staff   │
         └────────┴─────────┴──────────┴──────────┘
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Station:

  1. Staff Reception:

     a. Explain Reception Center procedure

     b. Check off students on roster

     c. Remind students to be present at _____ at the
        Initial Administration Briefing (See para. 4)

  2. Security Office Reception:

     a. Issuance of badges

     b. Registration of personal vehicles

     c. ███████████████████████

  3. Course Registration:

     a. Give out and explain map assignment sheet (Adm-1-B)

     NOTE: Staff member should explain use █████████ as stated
           in (Adm-1-C), attached

     b. Give out keys and name plates

     NOTE: These are furnished staff by 5-A

25X1C

  c. Pick up personal documents and put in students'
   5-A folder

NOTE: Identifying documents etc. in personal vehicles is
   permitted if it is locked in trunk or glove compart-
   ment.

  d. Briefly explain function of 5-A

NOTE: This is covered in greater detail at the Course
   Administration and Security briefing.

  e. Give out and instruct students on ████████████   25X1C
   requisition form.

NOTE: These will be turned in to Supply representative
   between _____ and _____. Supply man will explain
   issue system, accountability etc.

  f. Answer questions and instruct students to be
   back at _____ for the Initial Administrative Briefing.
   (See para. 4)

4. Initial Administrative Briefing:

  a. Finance Representative - 5 Minutes

  b. Supply Representative - 5 Minutes

  c. Office of Security Representative - 20 Minutes

NOTE: Staff member should introduce each representative

  d. Staff Representative: 10 Minutes